

Message Text

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70
ORIGIN SS-15

INFO OCT-01 EA-06 ISO-00 CCO-00 SSO-00 NSCE-00 USSS-00

NSC-05 A-01 OPR-01 SAM-01 PM-03 PRS-01 SY-04 /038 R

DRAFTED BY S/S-S:PRREAMS
APPROVED BY S/S:REWOODS
S - MR. BREMER
EA/PRCM - MR. ARMSTRONG(SUBS)
----- 004443

O ;;2049Z NOV 74
FM SECSTATE WASHDC
TO USLO PEKING IMMEDIATE

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E.O. 11652: NA

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT:SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIREMENTS

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAM CONSISTING OF FSO PETER R. REAMS AND SECRETARY GAHL L. HODGES WILL SUPPORT SECRETARY'S VISIT TO PEKING. THEY WILL ARRIVE 0115, MONDAY 11/25 VIA IRAN NATIONAL AIRLINES NO. 801 TO HELP COMPLETE ARRANGEMENTS. WOULD APPRECIATE ANY ARRANGEMENTS USLO CAN MAKE FOR ADVANCE PARTY'S OVERNIGHT LODGING PENDING ARRIVAL OF SECRETARY'S PARTY. ANOTHER S/S
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TEAM CONSISTING OF FSO STEPHEN W. WORREL AND SECRETARY JANET BUECHEL WILL ARRIVE ABOARD SECRETARY'S PLANE OR SEPARATELY SHORTLY THEREAFTER. WILL CONFIRM LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE TO DEPARTMENT (INFO EMBASSY SEOUL FOR ADVANCE TEAM) NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S. KISSINGER

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*** Current Handling Restrictions *** n/a

*** Current Classification *** LIMITED OFFICIAL USE

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